



## Superior Court of California, County of Riverside

### JOB ANNOUNCEMENT

### Judicial Staff Attorney

**FILING DEADLINE: June 13, 2007 at 4:00 p.m.**

Recruitment No. 2007-E082

- SALARY RANGE:** \$27.35 - \$50.69 per hour  
Depending on qualifications, candidates exceeding the minimum requirements may be approved for higher placement within position based on experience.
- LOCATION:** Riverside Superior Court is seeking qualified candidates to fill current and future vacancies countywide.
- JOB SUMMARY:** Employees in this class perform professional level criminal and/or civil legal research work in support of law & motion and trial calendars. In addition, those candidates with higher levels of experience may, in accordance with local policy, serve as Temporary Judge, hearing such matters as the law and motion calendar, small claims, truancy, traffic and code enforcement. Judicial Staff Attorneys may also advise the court on legal aspects of administrative and operational issues.
- MINIMUM QUALIFICATIONS:**
- Special Requirement:** Current membership in the State Bar of California.
- Experience:** The minimum requirement for this classification is one year of experience in the practice of criminal, civil and/or probate law, which includes the performance of legal research duties. Placement within this classification is based upon years of experience.
- Knowledge of:** Scope and role of local court rules and procedures; conduct of proceedings in trial, appellate and United States courts; judicial ethics; case management, processing and calendaring practices within the local judicial system; law and legal principles, practices and procedures as applied to area(s) of assignment specialty; legal research methods and techniques; rules of evidence; rules and procedures; conduct of proceedings in trial, appellate and United States courts and the judicial ethics.
- Ability to:** Identify and analyze legal issues; research statutes and case law; conduct independent research of legal issues; apply legal principles to case facts and make decisions; prepare and present legal analyses and recommendations for judicial action, verbally and in writing; confer with and advise judicial officers, attorneys, court support staff and the public on procedural and substantive legal issues; handle sensitive matters with discretion, coordinate work with others; listen to argument/discussion and understand underlying problem/question; recognize and respect limit of authority and responsibility; adhere to the Bar Association ethics; work in an environment with conflicting priorities; use computer for legal research, word processing and communication.
- SUPPLEMENTAL QUESTIONS** This supplemental questionnaire is intended to assist in evaluating the candidate qualifications. Please respond to all questions on an 8-1/2 x 11-inch white paper and attach to your application.
1. Describe your educational background, professional experience and research conducted in the following areas; include length of time and position held:
    - a) Criminal
    - b) Civil
    - c) Probate
    - d) Family Law
    - e) Juvenile
  2. Describe your experience in the following areas:
    - a) Identifying and analyzing legal issues
    - b) Conducting independent research
    - c) Applying legal principles to case facts in making decisions
    - d) Preparing and presenting legal analyses and recommendations for legal action both verbally and in writing
  3. Please submit a legal research writing sample.
  4. What aspects of your background do you feel makes you especially qualified to be a Judicial Staff Attorney?
  5. Is there any other information that the Committee should consider in evaluating your qualifications?

**HOW TO APPLY:** Applicants must complete and submit a Superior Court of California, County of Riverside application and supplemental questionnaire. Application materials can be obtained in person at 4129 Main Street, Suite 310, Riverside, CA 92501, by phone at (951) 955-8181, by e-mail at [hrcourt@riverside.courts.ca.gov](mailto:hrcourt@riverside.courts.ca.gov), or on the internet at <http://www.riverside.courts.ca.gov>. Completed application materials may be submitted in person, by email, by County mail at stop 1414, or mailed to: Superior Court of California, County of Riverside, Attn: Human Resources, 4050 Main Street, Lower Level, Riverside, CA 92501.

**PHYSICAL DEMANDS:** Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office. Reaching for items above and below desk level.

Assigned Recruiter: Christy Southworth

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### GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated on the reverse represent only the minimum required to file an application. Meeting the listed requirements does not guarantee an interview. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religion, creed, ethnicity, disability, marital status, or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the recruitment process. Advise Superior Court Human Resources of special needs in advance.

**Human Resources Office:** The Superior Court Human Resources Office is located at the Riverside Historic Courthouse, 4050 Main St., Lower Level, Riverside, CA 92501.

**Hours of Operation:** The Human Resources Department is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

**Mailing Address:** Superior Court of California, County of Riverside, Human Resources Department, 4050 Main St., Lower Level, Riverside, CA 92501.

**Phone Numbers:** The business office phone number is (951) 955-5557. The 24-hour job line is (951) 955-8181.

**Website:** Job opportunities are listed on the Superior Court website at: [www.riverside.courts.ca.gov](http://www.riverside.courts.ca.gov). The application form is available at this site in Adobe PDF and MSWord format.

**Employment Applications:** Applications must be legible, complete and signed to include any required certificates, forms, transcripts, or supplemental application forms.

**Application Filing Deadlines:** The Human Resources Department must receive all application materials by 4:00 p.m. on the filing deadline date stated on the reverse. Postmarks are not accepted. Faxed applications are not accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

**Application Information Change(s):** Applicants are responsible for submitting changes in their application information such as address or phone number changes in writing.

**Class Specification:** For a complete class specification for this position, contact the Court Human Resources Department.

**Eligibility Lists:** After successfully completing the entire recruitment process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

**Documentation:** Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

**Medical Examination:** Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

**Background Investigation:** Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number, and recency, may be disqualifying.

**Work History:** False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

**Employee Status:** Employees in this classification serve a 2,080-hour probationary period, pursuant to SEIU Memorandum of Understanding, and are governed by the Superior Court of California, County of Riverside, Human Resources Department Policies.

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### Employment Benefits:

**Starting Salary:** New employees usually start at the beginning step of the salary range.

**Personal Time Off:** New employees accrue personal time off (PTO) at a rate of 5.08 hours per pay period. In the fourth year (6,241 hours of service), PTO increases to 6.62 hours per pay period. After 10 years (18,721 hours of service), PTO increases to 8.16 hours per pay period.

**Work Week:** Typical schedule is a 40-hour workweek, Monday through Friday. Employees are paid bi-weekly on Friday.

**Holidays:** The Superior Court observes all state holidays. Holidays are: New Years Day, Martin Luther King Jr. Day, Lincoln's Birthday Day, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, & Christmas Day

**Retirement:** All regular employees are enrolled in the California Public Employees' Retirement System (CalPERS), which is coordinated with Social Security. Retirement formula: 3% at age 60 upon retirement (modified for Social Security).

**Health Insurance:** Court employees are provided a cafeteria-style flexible benefit plan, which offers health, dental and vision coverage.

**Life Insurance:** Court pays for \$25,000.00 basic life insurance policy. Additional supplemental coverage may be purchased.

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